

February 19, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 72995
WITH LOS ANGELES COUNTY OFFICE OF EDUCATION FOR EDUCATIONAL
INITIATIVE TRAINING PROJECT SERVICES
(ALL SUPERVISORAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign Amendment Number Two (Attachment A) to Agreement Number 72995 with the Los Angeles County Office of Education (LACOE) to extend the contract term for Educational Initiative Training Project Services (Project) for four months effective March 1, 2002, through June 30, 2002. The Maximum Contract Sum for Amendment Number Two is \$389,314. Costs for this Amendment are offset by 88.5 % Federal and State funding and a net County cost of \$44,771.
2. Approve and instruct the Chairman to sign Amendment Number Two to increase the number of LACOE staff by one Senior Typist Clerk. This position is required to meet current Project demands for clerical support.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 2, 2001, a pre-bid survey was conducted to identify potential vendors to continue this Project which has been ongoing since September 16, 1998. The pre-bid survey was advertised in the Los Angeles Times, La Opinion, Los Angeles Sentinel, and Los Angeles Daily News. This announcement was also posted in the County's Office of Small Business Website. Two agencies responded, and only one, LACOE, the current vendor, met the minimum requirements. Accordingly, DCFS is currently negotiating the

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terms of a new agreement with LACOE pursuant to County sole source justification and State Regulation 23-650.1.14 educational institution justification.

Approval of this request will enable DCFS to continue the Educational Initiative Training Project while completing contract negotiations, including resolving budget and expansion of service issues. It will also enable the addition of a Senior Typist Clerk, whose position is needed to meet current increased clerical support demands. Foster children benefit from the Project as it is designed to ensure their educational success by providing advocacy for children in foster care, and leadership and training to Children's Social Workers (CSW) regarding foster children school enrollment procedures, and other issues and concerns related to children's education, student achievement and children's rights in special education.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide strategic plan Goal #5 (Children and Families Well-Being). The recommended action will enable CSWs, caregivers and other stakeholders to ensure that children's individual educational needs are appropriately met through coordinated, integrated and collaborative services.

FISCAL IMPACT/FINANCING

The cost of the four-month extension is \$389,314. Federal and State funding will finance 88.5% (\$344,543) of the amendment costs resulting in a net County cost of 11.5% (\$44,771). The cost of this Amendment is included in DCFS's FY 2001-2002 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current Agreement Number 72995, a one-year Agreement, was adopted by the Board of Supervisors on September 12, 2000. Amendment Number One extended the contract term for the Educational Initiative Training Project for six months from September 1, 2001, through February 28, 2002, and enabled DCFS to continue to

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provide leadership and training to CSWs on school disciplinary procedures, issues and concerns related to children's education, student achievement and children's rights in special education while working on details to expand and enhance the Project.

The Agreement via Amendment Number One expressly provides that the County has no obligation to pay for expenditures by LACOE beyond the contract amount. Further, LACOE will not be asked to perform services during the term of Amendment Number Two which exceed the contract amount, scope of work, or contract term.

LACOE is in compliance with all Board, Chief Administrative Office (CAO) and County Counsel requirements.

The Board Letter has been reviewed by County Counsel and CAO. The Amendment has been approved as to form by County Counsel.

CONTRACTING PROCESS

No additional solicitation process was required for Amendment Number Two.

DCFS has evaluated and determined that the Living Wage Ordinance program (County Code Chapter 2.201) does not apply to the recommended Amendment.

IMPACT ON CURRENT SERVICES

Approval of this Amendment will ensure the continuation of the Project until the new agreement is finalized.

CONCLUSION

Upon approval and execution by the Board of Supervisors, it is requested that the Executive Officer-Clerk of the Board send an adopted copy of the Board Letter and Amendment to DCFS Contract Management Services, 425 Shatto Place, Room 205, Los Angeles, CA 90020, Attention: Armand Montiel, Contracts Manager, and:

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- 1) Office of County Counsel
201 Centre Plaza Drive, Suite 1
Monterey Park, CA 91754
Attention: Kathleen Felice, Senior Deputy County Counsel
- 2) Los Angeles County Office of Education
9300 Imperial Highway
Downey, California 90242
Attention: Patricia Smith, Contracts Division

Respectfully submitted,

ANITA M. BOCK, Director

AMB:AM:es

Attachments (3)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

AMENDMENT NUMBER TWO

TO

AGREEMENT NUMBER 72995

FOR

**EDUCATIONAL INITIATIVE TRAINING PROJECT
SERVICES**

BETWEEN

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

AND

LOS ANGELES COUNTY OFFICE OF EDUCATION

MARCH 2002

AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 72995 WITH LOS ANGELES COUNTY OFFICE OF EDUCATION

This Amendment Number Two (the Amendment) to Agreement Number 72995, adopted by the Board of Supervisors on September 12, 2000 and amended by Amendment Number One on August 28, 2001 (collectively, the Agreement) is made and entered into by and between the County of Los Angeles (hereinafter "COUNTY") and Los Angeles County Office of Education (hereinafter "CONTRACTOR"), on the _____ day of _____, 2002.

WHEREAS, the purpose of this Amendment is to extend the term of the Agreement for four (4) months and increase the number of staff by one Senior Typist Clerk to provide clerical support including maintaining the required monthly reports on outcomes of DCFS's Performance Based Management; and

WHEREAS, in accordance with the terms and conditions of the Agreement, CONTRACTOR has been providing Educational Initiative Training Project Services; and

WHEREAS, pursuant to Section 2.0, CHANGES AND AMENDMENTS, Subsection 2.2 of the Agreement, the following changes are made to the Agreement.

NOW THEREFORE, COUNTY and CONTRACTOR mutually agree to the following amendments:

- 1) Section 4.0, TERM AND TERMINATION, is amended to add subsection 4.3 as follows:
 - 4.3 The term of the Agreement shall be extended four (4) months effective March 1, 2002, through June 30, 2002, unless terminated earlier as provided herein. All terms in Amendment Number Two shall be effective during this four-month extension.
- 2) Section 5.0, CONTRACT SUM is amended to add subsection 5.4 as follows:
 - 5.4 The Maximum Contract Sum for the four-month extension (March 1, 2002, through June 30, 2002) shall not exceed \$389,314 (Maximum Contract Sum) and shall compensate CONTRACTOR for services set forth in Exhibit A, Statement of Work as amended by Sections 3 and 4 of this Amendment, at a rate of compensation set forth in the amended Budget attached hereto as Exhibit B-2.
- 3) Exhibit A, Statement of Work, Section 4.0, CONTRACTOR'S PROJECT REQUIREMENTS, is amended to add subsection 4.6 as follows:
 - 4.6 CONTRACTOR will provide a Senior Typist Clerk who will be responsible for the clerical duties of the Educational Initiative Training Project.

4.6.1 The duties and responsibilities of the Senior Typist Clerk are provided in Exhibit A-1, Statement of Work Supplement. Exhibit A, Statement of Work, is hereby amended to add Exhibit A-1.

4.6.2 The Senior Typist Clerk shall be full-time (40 hours per week) and must be available from 8:00 a.m. to 5:00 p.m., Monday through Friday, except County Holidays.

- 4) Exhibit A, Statement of Work, Section 5.0, COUNTY'S PROGRAM ORGANIZATION, Subsection 5.4 is deleted in its entirety and replaced by the following:

5.4 For the term of this Agreement, COUNTY's Program Manager will be:

Gail McFarlane Sosa
3075 Wilshire Blvd.
Los Angeles, CA 90010
Phone: (213) 639-4810

- 5) Exhibit B-2, Four-Month Extension Budget, is added to Exhibit B, Budget.

EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THIS AGREEMENT WHICH INCLUDES THE TERMS AND CONDITIONS OF AMENDMENT NUMBER ONE REMAIN IN FULL FORCE AND EFFECT.

**AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 72995 WITH LOS
ANGELES COUNTY OFFICE OF EDUCATION FOR EDUCATIONAL INITIATIVE
TRAINING PROJECT SERVICES**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and CONTRACTOR has caused this Amendment to be subscribed in its behalf by its duly authorized officer on the day, month and year first above written, _____. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that they are authorized to legally bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:
Violet Varona-Lukens
Executive Officer-Clerk of the
Los Angeles County
Board of Supervisors

By: _____

LOS ANGELES COUNTY OFFICE
OF EDUCATION

By: _____

Name: _____

Title: _____

Tax I. D. No: 95-6000942

APPROVED AS TO FORM
LLOYD W. PELLMAN
County Counsel

By: _____
Valerie Wiles, Senior Deputy County Counsel

EXHIBIT A-1

STATEMENT OF WORK SUPPLEMENT

STATEMENT OF WORK

DUTIES AND RESPONSIBILITIES

Senior Typist Clerk

The Educational Initiative Training Project Senior Typist Clerk is responsible for the clerical duties of the Educational Initiative Training Project, under the supervision of the Certified Educational Initiative Training Project Administrator. Those responsibilities include collecting and tabulating data for reports and completing forms related to school records.

Additional responsibilities are:

Types and processes forms, requests, and correspondence pertaining to education related issues including requests for records and other documents. Analysis of complex source material and thorough familiarity with the various education processes are a necessity.

Answers questions that require such things as searching for and abstracting technical data, and providing a detailed explanation of education policies and procedures; and refers only unusual inquiries to his immediate supervisor.

Makes statistical computations and analyses to produce performance based management reports, including monthly management reports for training and advocacy/consultations.

Alerts Children's Social Workers and Educational Specialists about issues within their respective responsibility domains.

Prepares correspondence requiring discrimination in the selection of data and the interpretation of education laws, rules and policies.

Accesses office equipment including video display terminals, processors, and personal computers. Uses equipment to input data, perform computations, and produce documents, but not responsible for programming such equipment.

EXHIBIT B-2

FOUR-MONTH EXTENSION BUDGET

FOUR MONTH EXTENSION BUDGET

Budget Period: **03/01/02 - 06/30/02**

Program: **Educational Initiative Training Project**

Certificated Position	% in Program	Total Monthly Salary	# of Months	4-Month Salary	State Teachers Retirement 8.25%	OASDI 6.20%	Medicare 1.45%	Health & Welfare (actual)	Sick & Vacation Accrual .5%	State Unemployment Insurance .13%	Workers Comp. 4.20%	Total Benefits	Salaries & Benefits
Coordinator	100%	8,190	4	32,760	2,703		475	2,924	164	43	1,376	7,684	40,444
Counselor	100%	4,768	4	19,072	1,573		277	2,685	95	25	801	5,456	24,528
Counselor	100%	7,283	4	29,132	2,403		422	2,685	146	38	1,224	6,918	36,050
Counselor	100%	5,596	4	22,384	1,847		325	2,685	112	29	940	5,937	28,321
Counselor	100%	7,283	4	29,132	2,403		422	2,685	146	38	1,224	6,918	36,050
Counselor	100%	5,714	4	22,856	1,886		331	2,685	114	30	960	6,006	28,862
Counselor	100%	7,141	4	28,564	2,357		414	2,685	143	37	1,200	6,835	35,399
Counselor	100%	5,468	4	21,872	1,804		317	2,685	109	28	919	5,863	27,735
Counselor	100%	6,551	4	26,204	2,162		380	2,685	131	34	1,101	6,492	32,696
Teacher on Special Assignment	100%	8,168	4	32,672	2,695		474	2,685	163	42	1,372	7,432	40,104
Sr. Typist Clerk	100%	3285	4	13,140		815	191	2,685	66	17	552	4,325	17,465
Total Certificated					21,833		3,837	27,089	1,323	344	11,115	65,542	347,655
Mileage													4,600
Direct Cost													5,900
Indirect Cost													31,159

Contract Total

389,314